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Chief, Foreign Documents Division, OO

Definitions of Terms Used by FDD

1. Per your request the following general definitions of terms used by FDD are supplied below:

a. **Exploitation** - a preparation of annotated bibliographies, abstracts of articles or publications, extracts or summaries of specific information in publications, selective translation of key portions of publications, compilations and collations of specific information from a variety of publications and the use of special approaches and techniques to derive or synthesize information required and available from foreign language publications.

b. **Abstract** - a brief description of the contents of a document or periodical article.

c. **Extract** - a quotation of a sentence, paragraph, or several paragraphs from a document.

d. **Summary** - a condensation of information from a document or article so as to exclude extraneous material.

e. **Compilation** - a collection of summaries and/or extracts dealing with a specific subject but not organized into an integrated report.

f. **Collation** - an assembly of raw data on a given subject, fully documented, and organized into an integrated coherent report.

2. It should be emphasized in connection with the above definitions that FDD works only with foreign-language publications and documents and that in none of the reports reflected by the above definitions would any other source be represented.

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